

CONFIDENTIAL

INSTRUCTION  
NO. LI 110-100-3

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PROCEDURES  
27 January 1954

SUBJECT: Correspondence - "Signer's Copy" for Chief or Deputy  
Chief of Logistics

1. GENERAL

This Instruction supplements P&SO Instruction No. 110, Correspondence Procedure, dated 2 March 1953 and provides for the preparation of one additional copy of correspondence which is to be signed by the Chief or Deputy Chief of Logistics.

2. PROCEDURE

a. One copy of all correspondence prepared for the signature of the Chief and/or Deputy Chief of Logistics will be indicated as the "signer's copy".

b. The "signer's copy" will be in addition to the usual number of copies required and it will be typed on white tissue.

c. When assembling correspondence, the "signer's copy" will be placed on the bottom of other copies. After the correspondence has been logged-in through the Logistics Registry, signed, and dated, the "signer's copy" will be removed and filed in the Office of the Chief of Logistics to be used as a ready reference file.

FOR THE CHIEF OF LOGISTICS:

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Chief, Administrative Staff

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